



# FEMA

# Fact Sheet

## Comprehensive Preparedness Guide 301

### Emergency Management Planning Guide for Special Needs Populations Fact Sheet

#### Overview

Comprehensive Preparedness Guide (CPG) 301, “Emergency Management Planning Guide for Special Needs Populations,” identifies and provides guidance on considerations that should be made during the plan development process to support citizens with special needs. This guide was developed jointly between the Federal Emergency Management Agency and the DHS Office of Civil Rights and Civil Liberties, with significant input from key Federal partners, non-profit organizations and other groups active in the special-needs community. This guide was provisionally released in June of 2008, to collect comments from any and all agencies, groups and citizens willing to offer feedback. The current version being released incorporates the comments from this provisional release.

#### Content

CPG-301 addresses several key issues in emergency management planning for special needs populations. The key issue in planning is the definition of special needs. The definition used in this guide is the same as used in the National Response Framework. It promotes universal planning concepts as well as a functional approach to defining “special needs.” Additionally, the guide promotes the incorporation of special needs issues into emergency operations plans (EOPs) through two separate mechanisms, each or both to be used based on the requirements of the jurisdiction:

- Special needs considerations should be integrated throughout each of the EOP components (e.g. within each Emergency Support Function (ESF), if the jurisdiction is using that format).
- Developing separate Special Needs annexes, appendices or reference materials attached to the EOP that serve as a resource to operationalize the functional needs planning approach.

The guide emphasizes the need to leverage the planning community to address this complex issue. No single agency can provide all of the expertise needed for comprehensive planning, and an inclusive approach should use expertise from the individuals, organizations and agencies discussed in this section.

In many ways, planning for special needs populations requires attention to the same functional areas as planning for the general populations. This guide outlines procedures and considerations for the following planning elements as they pertain to special needs: Developing Informed Plans; Assessments and Registries; Emergency Public Information / Communication; Sheltering and Mass Care; Evacuation; Transportation; Human Services/Medical Management; Congregate Settings; Training and Exercises; and Recovery.

---

*FEMA leads and supports the nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation, to reduce the loss of life and property and protect the nation from all hazards including natural disasters, acts of terrorism, and other man-made disasters.*

---

